

Instructions for Purchasing Employee Parking Permits Online



- ① Go to the iParq website: <https://losaltos.thepermitstore.com>
- ② On the Buy Permit box, click 'Click Here'
- ③ Enter your Business License Number and click on 'Search' or hit 'Enter'
- ④ Add items, choosing according to your permit needs. Click <continue>

NOTE: All Annual and Quarterly permits are the same. Selecting Owner/Full Time/Part Time/Seasonal allows the City to understand how the permits are being used.

⑤ Sign into Your Account/ Create a New Account

If you already have an account, sign in with your Username and Password

If this is your first time on iParq, you will need to create a new account →

⑤ Create a New Account

- Create a Username and Password
- Enter your contact information.

NOTE: this is where iParq will mail your permit and email your receipts and all future correspondence.

- Choose your password recovery security question and answer
- Check the box next to 'I'm not a robot'
- Click 'Create Account'

Each individual employee needs their own account.

Bulk permit purchases for employees will be denied.

⑥ Add vehicle information

- In the Vehicle dropdown box, select 'Add New Vehicle'
- Enter vehicle information and click 'Add'
- Select the vehicle you just added

Individuals can purchase only 1 permit.

Up to 5 vehicles can be linked to the permit to transfer between vehicles.

Multiple permit purchases by one individual for multiple vehicles will be denied.

⑦ Business information

- Enter your Business License number (received from City Hall)
- Enter Business License Expiration date
- Enter Business Address
- Enter Business Name
- Click 'Continue'

⑧ Delivery Options

Your permit will be delivered to you by US Postal Service, free of charge
You may select your business address or add a new address for delivery
Click 'Continue'

⑨ Review your order and if correct, click 'Agree'. Your order number and receipt will show

⑩ Print temporary permit (Note: you will use the temporary permit until your permit arrives in the mail.)

You will receive an email to confirm your order